

From Director,  
Urban Local Bodies, Haryana  
Chandigarh.

To 1) All the Commissioners of Municipal Corporations in the State of Haryana  
2) All the Executive Officers/Secretaries of the Municipal Councils/  
Committees in the State of Haryana.

Memo No. DULB/TA-II/2014/ 11679-252  
Dated: 25/2/14

Subject: **Guidelines for the preparation of estimates of civil works in Municipalities.**

On the subject noted above

2. I directed to forward the guidelines for the preparation of estimate to all the municipalities. In future all the estimates should be prepared keeping in view of guidelines attached herewith.

*Calh*  
Executive Engineer-IV  
for Director, Urban local Bodies,  
Haryana, Chandigarh.

Endst. No. DULB/TA-II/2014/ 11758-28 Dated: 25/2/14

A copy is forwarded to all the Deputy Commissioners in the State of Haryana for information and necessary action please.

*Calh*  
Executive Engineer-IV  
for Director, Urban local Bodies,  
Haryana, Chandigarh.

CC:

To

- 1) PA to DULB
- 2) Chief Engineer

**Subject: Guidelines for the preparation of estimates of civil works in Municipalities.**

It is seen plenty of times that estimates which are being received from various municipalities for seeking administrative approval and technical sanctions do not meet the minimum requirements and are not found up to mark as per the standard engineering practices. Keeping in view of this, there is a great need to clearly specify the method of preparing estimates, parameters to be taken in consideration and documents to be attached with estimates. In order to streamline the preparation of estimates, following guidelines are being issued to all the Municipalities for strict compliance.

A) Documents to be submitted with estimates:

1. The work proposed should be marked on plan of the town and it should be submitted along with the estimates. Image from Google Earth will be taken of the site and surrounding streets which is to be constructed or place where work is to be carried out should be clearly highlighted on the image.
2. The estimates should be submitted along with the photographs of the site showing the present status of the proposed work.
3. The estimates should also be given code number (name of MC/ serial number of estimate/ date) before submitting for sanction.
4. DNIT shall get approved from the competent authority before calling the tenders.
5. The details of all the works should reflect on [www.ulbhry.org](http://www.ulbhry.org) and keeping the data update shall be solely responsibility of Municipal Engineers.
6. No development work will be executed in unapproved colonies. Certificate in this regard must be furnished in the report of estimates.
7. For Non-schedule items, proper supporting documents should be attached for justification of their rates with supporting quotation, etc. (Rate Analysis).
8. The estimate should be bound properly and should be submitted in duplicate.
9. Items taken on the basis of HSR in the estimate should bear the item number and full description of items as per HSR.
10. While sending the revised estimates, the comparison of quantity and amount of each item be shown in tabular form with full justification.

B) In case of roads/ streets following specifications must be adopted.

1. It is proposed that as per practice in PWD (B&R)/ HSAMB, each and every street be allocated an ID No. The data base should also be prepared when the street was constructed earlier mentioning its cost, type of construction and name of JE/ME etc.
2. Year of Construction/ last repairs (if any) of the road/ street may be given in the estimates.
3. A certificate should also be given by the XEN/ ME that no work has been executed on this street/ road during last 3 years and he had personally

inspected the work and provision made in the estimate is actually required at site.

4. Where appropriate drainage system exists, it must be certified by Municipal Engineer/ Assistant Engineer/ Junior Engineer-in-Charge that adequate drainage system exists.
5. Where the drainage system is not proper, the provision may be taken to enable effective drainage to avoid damage to road/ streets.
6. The roads should be constructed in accordance to adjoining area i.e. no road should be constructed at higher level than the abutting streets and existing level of the road should be maintained. In case it becomes necessary to raise the road from existing level then brief note of explanation be attached with estimates.
7. In case, construction of CC road on existing damaged CC roads cannot be avoided and are to be reconstructed than specific brief note should be on file stating reasons and no provision of base course shall be taken.
8. Use of RMC shall be mandatory preferably with paver for cement concrete pavements and other major RCC works. Use of Mech. Mix or hand mix shall be permitted only in case of small quantity of concrete mix not exceeding one cum.
9. In case of cement concrete pavements, precast CC blocks should be provided at regular intervals whereas interlocking tiles should be provided on either side of the road so as to facilitate the residents who are seeking connections with the public utility services.
10. All the roads are to be kept on one level, if required existing road should be dismantled and new construction should be made at existing level.
11. Paver blocks are to be provided in streets whose width does not exceed 6.0 meter and for the rest of roads provision of CC road or bituminous can be taken depending upon the situation. No CC road shall be constructed where civic amenities have not yet been provided and houses up to 90% have been constructed on plots. Certificate in this regard shall be furnished by Municipal Engineer/ Assistant Engineer/ Junior Engineer on the estimates.
12. All existing Commercial/ main roads, which exist as black top surface, shall be maintained as black top surface.
13. In case of road subjected to heavy traffic, provision of 50mm Bitumen Macadam and 20 mm premix carpet may be taken.
14. Practice of constructing CC road should be avoided and as far as possible bituminous roads should be constructed otherwise road with interlocking paver. In case it becomes necessary to construct CC road than brief justification is to be submitted.
15. In case of CC pavements, provision of longitudinal and transverse joints should be made as per specifications.
16. In case of CC paver block surfaces, the work should be executed as per IS code and proper testing at regular interval should be ensured by the Executive Engineer/ Municipal Engineer/ Assistant Engineer.
17. The provision of kerbs and channels may be taken in commercial/ main road.
18. X-section and road plan showing length/ width/ depth and its specifications shall be attached with the estimate.

19. The initial levels of the existing surface in case provision of earth filling taken in the estimate should be enclosed with the estimate and it should be duly verified by the Municipal Engineer/ Assistant Engineer.
- C) The design of drain shall be done properly in accordance with the catchment area. The following documents shall be attached with estimates:-
- a) Calculation of expected flow of water should be done taking in view number of households/ shops, availability of water, percentage runoff. On this L-section will be designed.
  - b) L-section and X-section of drain.
  - c) Level of existing/ proposed drain shall be marked.
  - d) Level of outfall drain shall be marked.
  - e) Slope of proposed drain shall be marked.
- D) In case construction of the building, the following documents shall be attached with the detailed estimate:-
- a) Site plan, layout plan, elevation, X-section, detailed plan showing the details of joinery and details of foundations.
  - b) Structural design of the building should be verified by the Executive Engineer /Municipal Engineer/ Assistant Engineer.
  - c) Quality of material such as wood, paint, fixtures and fasteners, steel, cement and various building material should be checked by the Municipal Engineer/ Assistant Engineer and certificate in this regard should be placed on Measurement Book and bill.
  - d) Provision in accordance to National Building Code, fire safety measures, seismic parameters, rain water harvesting, renewal energy system and structural safety provision should be made in all types of buildings and these provisions should be checked personally by the Executive Engineer/Municipal Engineer/ Assistant Engineer, certificate in this regard shall be placed by the Municipal Engineer/ Assistant Engineer.